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Seby

8 August 1975

MEMORANDUM FOR: Acting Deputy Director for Administration

SUBJECT : Office of Personnel Report --
Week Ending 8 August 1975

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1. Reactions: Mr. [redacted] recruiter, reports receiving several telephone calls in which the callers emphasized the need for the Agency to speak out against the "vicious attacks by the press."

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Mr. [redacted] recruiter, indicates that placement officers at Harvard, Northeastern and Boston Universities and MIT offer consolation in their comments. The Placement Director at Harvard, who was a 1967 SDS member, expressed the feeling that we might be being unfairly treated by the press and news leaks. (Black Book possibility.)

2. Retirements 1 July through 1 August 1975: In this period the Agency retired 281 employees -- 176 in CIARDS and 105 in Civil Service. Of the total 281, 266 retirements took place in July and 15 on 1 August.

3. Upward Mobility: Of the 18 Upward Mobility employees (Hire the Disadvantaged Program), nine have already been placed and reported to their new assignments on 7 August. Three others will be assigned as soon as final word is received from the components and we are still working on the remaining six. Fortunately, we have been able to accomplish the work of assigning these employees in a much shorter time period than in past years.

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4. Summer Interns: The Summer Interns were briefed on 5 August by the Director of OER, Dr. Maurice Ernst, and by Mr. [redacted] of the Operations Center. Following Mr. [redacted] briefing, the Interns were given a tour through the Ops Center. Favorable comments were made by the Interns on the briefings.

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5. Professional Brochure: The Professional Brochure has now been returned to Visual Aids/OL for changes in the layout and text, following the recent review by various Directorates. We hope to finalize the mock-up at an early date.

6. PMCD Meeting with Commo: A meeting was held with the Deputy for Engineering Service, Office of Communications, at their request, to provide information on position/qualification standards and distinctions between Professional Engineering Series, Engineering Technology and Engineering Aid. This information is needed for use in developing OC career policy.

7. Salary Impact: Advice was provided to [] in response to their query as to whether there is an impact of fluctuating U. S. dollar monetary values on the level of salary retention for foreign national employees transferred from [] (There is no impact; i.e., the level of retained salary established within a salary system remains constant for the full retention period within that system in terms of the monetary units applicable to the system.)

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8. Comparability Studies Being Conducted:

a. Comparability pay studies were conducted on Automotive Mechanic positions at GSA, Naval Ordnance Station and Fort Belvoir.

b. Comparability pay studies were conducted on Safe Technician positions at DIA, Department of the Navy, Naval Security Station, Naval Research Lab and GSA. Also, information was solicited from the Advisory Services Division/Bureau of Personnel Management Evaluation/CSC on the proper classification of these positions.

9. Voluntary Investment Plan: The Growth Fund which had been recovering and the unit value of which had recently gone up to \$9.05 is now reflecting the latest movements in the stock market and has dropped to \$8.30. The Income Fund, which can only increase in unit value, is now \$11.91.

10. Research Projects:

a. We continued research on cost effectiveness of personnel administration.

b. Research on personnel trends in response to interest of DCI and DDA in consequences of reduced inflow of young professionals was continued this week.

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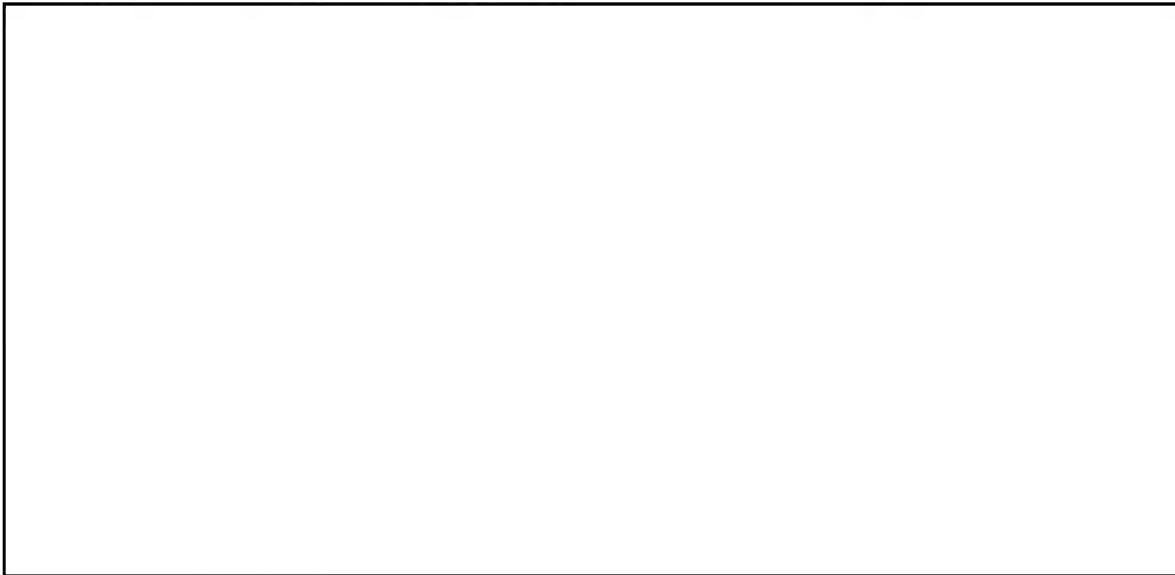
11. Suggestion Awards: Under a new Presidential Cost Reduction Campaign, letters of recognition are sent by the President to employees who submit suggestions which result in savings of \$5,000 or more. A total of 16 Agency employees qualify for such letters and requests for them were sent to the White House this week. Ten of these 16 cases had a total cost avoidance of almost \$1,800,000.

12. Physical Fitness Room: A new washing machine was installed in the Fitness Room, replacing the old one which was no longer serviceable. The new machine is of commercial quality and not only will handle larger loads, but is expected to be more durable than its predecessor.

13. HHE from Vietnam: Household effects from Vietnam are being delivered as quickly as possible. All returnees or their Divisions have been notified of those effects which are available at this time.

14. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:

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Coming Event:

We plan to complete our review of DDA Developmental Profiles.

/s/ F.W.M. Janney

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Director of Personnel

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